

**Graduate Administrators Council (GAC)**  
**Minutes for Thursday, March 28, 2013**  
**Koch Hall Board Room**  
**9:00 am to 10:30 am**

Attending: Brenda Neumon Lewis, Chair, Missy Barber, Richardean Benjamin, David Selover, Robert Wojtowicz, Chris Osgood, Isao Ishibashi, Joanne Scheibman, Lynn Ridinger, Osman Akan, Mary Swartz, Ali Ardalan, Carolyn Rutledge, and Sharon Judge

**Approval of February 28, 2013 Minutes**

- Minutes were approved with changes noted.

**Announcements/Updates**

- National Graduate and Professional Student Appreciation Week - April 1 – 5, 2013 – To acknowledge graduate students at Old Dominion University, the Graduate Student

will not be able to approve those types of exceptions in the future. If the institution is found to be out of compliance, it can be fined \$2,000 per person. For graduate teaching assistants, the rule is that 1 credit is equivalent to 3 hours of work. Three 3 credit hour courses equates out to 27 hours of work. By April 3, decisions will be made and written guidelines will be distributed.

### **Graduate Research Achievement Day**

- There are 49 submissions for posters and 43 students are currently committed to present. The poster presentations will be in the North Mall of Webb Center from 12 to 2. Students should be there by 11:30 am to set up. There is a strong representation from all colleges. Food will be served in the lounge area. Please encourage everyone to come.
- We have added an oral presentation section this year and that will be held in the Virginia Rice Webb room from 9 to noon. There will be 3 one hour sessions as follows:
  - 9:00 to 10:00 – College of Arts and Letters
  - 10:00 to 11:00 – Colleges of Business and Education
  - 11:00 to noon – Colleges of Engineering and Sciences

- Summer registration should not be required, but for those who want to do work, they can register. There would need to be a request to set the courses up with the supervising faculty member as the assigned instructor so they can get credit for supervision and it can be easily tracked.
- Dr. Lewis said that we need more input from Jim Duffy before making a formal recommendation.
- Dr. Ardalan wants to proceed with just the change to continuous enrollment.
- The GPD's need to see a draft of the proposal.
- The message to communicate – the student must be registered in the final semester.
- Dr. Lewis advised Council regarding the process of the proposed change/recommendation. The first step would be Provost's Council, then it would be sent to Faculty Senate. If approved without changes, it would go to the President. If there were changes, it would go back to the Provost's Council, and then to the President.
- It was agreed that the proposed changes should be shared with GPDs and departments. Dr. Lewis will also share the recommendation with Jim Duffy for feedback.
- Changes and corrections were discussed.

Meeting adjourned.